Grants.gov Application Instructions

General Application Instructions

http://intranet.epa.gov/ogd/compet/forms/word/710fullgrantsgov.DOC

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to http://www.grants.gov and click on "Get Started," on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant opportunity, go to http://www.grants.gov and click on "Apply for Grants on the left side at the top of the page." Then click on "Apply Step 1: Download a Grant Application Package and Instructions" to download the PureEdge viewer and obtain the application package. You may retrieve the application package by entering the Funding Opportunity Number, EPA-OIA-2006-001, or the appropriate CFDA number, in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button "How To Apply" at the top right of the synopsis page for this announcement on http://www.grants.gov (to find the synopsis page go to http://www.grants.gov and click on the "Find Grant Opportunities" button on the left side of the page and then to go to Search Opportunities/Browse by Agency and then go to EPA opportunities.)

Application Submission Deadline: Your organization's AOR must submit your complete application electronically to EPA through Grants.gov (http://www.grants.gov) no later than 12 midnight (EST) on October 09, 2006.

Please submit *all* of the application materials described below.

Application Materials

The following forms and documents are required under this announcement:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. Assurances for Non-Construction Programs (SF-424B)
5. Grants.gov Lobbying Form
6. EPA Form 4700-4 – Preaward Compliance Review Report

7. Proposal/Work Plan/ Project Narrative/ Project Proposal-[prepared as described below] or [prepared as described in Section IV… of the announcement]
8. Budget Narrative Attachment Form (Budget Detail)
9. Disclosure of Lobbying Activities (SF-LLL), if applicable
10. Other Attachments, if applicable
11. Other Attachments, if applicable

The application package *must* include all of the following materials:

1. **Standard Form (SF) 424, Application for Federal Assistance**
   Complete the form. There are no attachments.
   Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

2. **SF-424A, Budget Information for Non-Construction Programs**
   Complete the form. There are no attachments.
   The total amount of federal funding requested for the two-year project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 10 below.)

3. **SF-424B, Assurances for Non-Construction Programs**
   Complete the form. There are no attachments.

4. **Grants.gov Lobbying Form – Certification Regarding Lobbying**
   Complete the form. There are no attachments.

5. **EPA Form 5700-54, Key Contacts Form**
   Complete the form. There are no attachments.
   If additional pages are needed, attach these additional pages to the electronic application package by using the "Other Attachments Form" in the "Optional Documents" box. (See Application Preparation and Submission Instructions below for more details.)

6. **EPA Form 4700-4, Pre-Award Compliance Review Report**
   Complete the form. There are no attachments.

7. **Proposal**
   Prepare proposal as described in Section IV., paragraphs A through D, of this announcement.

8. **Budget Narrative Attachment Form – Detailed Itemized Budget**
    Prepare the Detailed Itemized Budget and attach is by clicking on "Budget Narrative Attachment Form" and then "Add Mandatory Budget Narrative." (See Application Preparation and Submission Instructions below for more details.)

9. **SF-LLL, Disclosure of Lobbying Activities (i.e., required if your organization is involved in lobbying)**
    Complete the form if your organization is involved in lobbying activities.

10. **Other Attachments Form – Negotiated Indirect Cost Rate Agreement (if indirect costs are included in the project budget)**
    Use the "Other Attachments Form" in the "Optional Documents" box to attach a copy of your organization's Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.) You must submit a copy of your organization's Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

11. **Other Attachments Form – Biographical Sketches for the Project Manager(s)**
    Use the "Other Attachments Form" in the "Optional Documents" box to attach a copy of the biographical sketch of each project manager for the proposed project. Each biographical sketch should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project.

Application Preparation and Submission Instructions

Documents 1 through 6 listed under Application Materials above should appear in the "Mandatory Documents" box on the Grants.gov Grant Application Package page.

For documents 1 through 6, click on the appropriate form and then click "Open Form" below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click "Save." When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, "Move Form to Submission List." This action will move the document over to the box that says, "Mandatory Completed Documents for Submission."

For documents 7 and 8, you will need to attach electronic files. Prepare your proposal as described above [or as described in Section IV…of the announcement] and save the document to your computer as an MS Word or WordPerfect file. (U.S. EPA prefers to receive documents in MS Word, but documents prepared in WordPerfect will also be accepted.) When you are ready to attach your proposal to the application package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click "View Mandatory Project Narrative File" to view it. Enter a brief descriptive title of your project in the

space beside "Mandatory Project Narrative File Filename;" the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click "Add Optional Project Narrative File" and proceed as before. When you have finished attaching the necessary documents, click "Close Form." When you return to the "Grant Application Package" page, select the "Project Narrative Attachment Form" and click "Move Form to Submission List." The form should now appear in the box that says, "Mandatory Completed Documents for Submission." Follow the same general procedures for attaching document 8 – the Detailed Itemized Budget – using the "Budget Narrative Attachment Form."

Documents 9 through 11 are listed in the "Optional Documents" box, but *please note that these so-called "optional" documents must also be submitted as part of the application package, if applicable to your organization.* You are only required to submit document 9 – SF-LLL, Disclosure of Lobbying Activities – if your organization is involved in lobbying activities. You are required to submit document 10 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. You must submit document 11 – Biographical Sketches for Project Manager(s). To attach document 10 and document 11, use the "Other Attachments Form" in the "Optional Documents" box. After attaching the documents, please remember to highlight the "Other Attachments Form" and click "Move Form to Submission List" in order to move the documents to the box that says, "Optional Completed Documents for Submission."

Once you have finished filling out all of the forms/attachments and they appear in one of the "Completed Documents for Submission" boxes, click the "Save" button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: "Applicant Name – FY06 – Assoc Prog Supp – 1st Submission" or "Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission." If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to "Applicant Name – FY06 Assoc Prog Supp – 2nd Submission."

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the "Application Filing Name" box, your AOR should enter your organization's name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the "Grant Application Package" page, your AOR may submit the application package by clicking the "Submit" button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted.   If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It

may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.]   If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at http://www.grants.gov/help/help/.jsp.

Applications submitted through grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from* www.grants.gov) within 30 days of the application deadline, please contact Dale Medearis, Grant Program Manager, at (202) 564-6607. Failure to do so may result in your application not being reviewed.